



Office of Personnel Management Training Opportunities

- ☒ Hiring Flexibilities
- ☒ Emergency Preparedness



Two ½-Day Training Opportunities tailored for Hiring Officials and HR representatives

Session Descriptions

OPM Hiring Flexibilities Symposium: Don't let talented job-seekers be discouraged by a lengthy and cumbersome hiring process. Learn about available hiring flexibilities and how they can be used to improve the federal hiring process to include:

- appointing authorities for veterans
- applying the criteria for seeking direct hire authority
- student and excepted service employment authorities
- using the category rating procedures for competitive examining

The session will also address strategies for implementing these flexibilities through practical applications. Plan to engage in lively and productive conversation related to these topics. We urge you to send individuals on your staff that would benefit from this training. This includes Human Resource Representatives and Hiring Officials.

Emergency Planning – The Human Capital Perspective: This training will provide information on the human resources flexibilities to be used to explore workforce issues associated with potential short-term or substantial relocation operations, and the need to consider and integrate HR rules, regulations and practices into continuity planning to be sensitive to yet optimize human resources in a crisis.

Date:	Monday, December 6, 2004
Place:	VA Medical Center, 921 N.E. 13 th Street, Oklahoma City
Parking:	Convenient parking is provided in a lot on the N.E. corner of Lincoln and N.E. 8 th Street with shuttle service provided from the east side of the parking lot to the VA Medical Center. Shuttle service will return everyone to their vehicles at the end of each session. \$1 per person will be collected at the registration table from each person using this service.
Cost:	No Charge for the training session(s)
Will Attend:	<input type="checkbox"/> OPM Hiring Flexibilities Symposium (9am-12noon) <input type="checkbox"/> Emergency Planning – The Human Capital Perspective (1pm-4pm) <input type="checkbox"/> Both

Registration Form

Name: _____ Agency: _____
Position Title: _____ Phone: _____
E-mail: _____

Mail to: Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102
Or fax to: (405) 231-4165